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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL CONSERVATION AND ADJUSTMENT ADMINISTRATION
Sugar Agency

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1942 Virgin Island Sugarcane Program

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT FORM SC-300
AND SUPPLEMENT 1 THERETO

I - DEFINITIONS

For the purpose of these instructions,

APPLICATION means Form SC-300, Application for Payment, 1942 Virgin Island Sugarcane Program and Form SC-300, Supplement 1, Continuation Sheet for Section VI of Application for Payment.

FORM L-F-1 and L-F-2 mean Virgin Island sugarcane wage claim forms.

ACP-16 means Instructions on Signatures and Authorizations, in connection with the execution of applications for payment, or related papers under the Agricultural Conservation Program.

FARM means all land which is farmed by a producer, or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other such unit.

PRODUCER means any person who was the legal owner, at the time of harvest or abandonment, of a portion or all of the sugarcane covered by the application.

OPERATOR means the producer who operates the farm covered by the application, or the legal representative of such producer.

LABORER means any person who was employed on the farm covered by the application in the production, cultivation or harvesting of the 1942 crop of sugarcane.

II - GENERAL

The application must cover all land which is farmed by a producer or group of producers, as a single farming unit, with cropping practices, workstock, equipment, labor and management substantially separate from that of any other such unit. Substantial separateness is to be determined in accordance with standards set forth in letter to Mr. J. Bernard Frisbie, Officer in Charge of the Agricultural Adjustment Agency.

San Juan, Puerto Rico dated March 14, 1938.

Before any entries are made on an application, the San Juan Office must determine insofar as possible that the conditions for payment have been met with respect to the farm to be covered by such application. In order to make such determination, the pertinent forms in the San Juan Office should be examined and the following facts ascertained:

1. That, within the knowledge of the San Juan Office, there has been no violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farm in connection with the production of the crop covered by the application. If, within the knowledge of the San Juan Office, there has been a violation of the child labor provisions of the Sugar Act of 1937, as amended, on the part of any producer on the farm in connection with the production of the crop covered by the application, the following "Finding with Respect to Employment of Children", should be duly signed by the representative of the Agricultural Adjustment Agency, concurred in by the producer(s) concerned and attached to the application:

District and Mill Code and
Serial Number

Finding with Respect to Employment of Children

I, _____, representative of Agricultural Adjustment Agency, do hereby find that the producer(s) named in Form SC-300 described above has (have) failed to comply with the provisions of Section 301 of the Sugar Act of 1937 by employing or permitting children to work in the planting, cultivating or harvesting of the 1942 crop of sugarcane for a total of _____ () days, contrary to the provisions of subsection (a) of the said section of said act.

"Pursuant to the provisions of subsection (a) of section 301 of said act, as amended by Public Law-386, approved December 26, 1941, a deduction of \$ _____ (), therefore, should be made from the amount shown in item 14, section III, of the above described Form SC-300. If the amount shown in item 14, section III, is payable to more than one producer, the deduction should be prorated on the basis of the percentage share of the 1942 crop applicable to each producer, as shown in column 3, section VI.

Signature of Representative of the
Agricultural Adjustment Agency

"I, , the producer(s) named in Form SC-300 described above concur in the deduction made pursuant to this finding.

Signature of Producer

2. That no unsettled wage claim is on file against any producer on the farm and that, except for laborers and unpaid wages set forth in Section V of the application, all persons employed in the production, cultivation or harvesting of the 1942 sugarcane crop were paid in full for such work and at rates not less than the "fair and reasonable" rate established by the Secretary of Agriculture.
3. That any producer on the farm who was directly or indirectly a processor of sugarcane during the 1942 crop season paid or contracted to pay for all of the sugarcane of such crop grown by other producers and processed by him at rates not less than those determined by the Secretary of Agriculture to be fair and reasonable.

Acreage and tonnage of sugarcane for sugar shall be expressed to the nearest tenth of an acre and tenth of a ton respectively. Five or fewer hundredths are to be dropped and more than five hundredths will be considered as a whole tenth. Figures relative to hundredweights of sugar shall be expressed to the nearest hundredth of a hundredweight. Five or fewer thousandths are to be dropped and more than five thousandths will be considered as a whole hundredth.

Where areas are recorded in "Danish" acres, the equivalent is to be expressed in United States acres by multiplying the number of Danish acres by .92.

The application should be executed in triplicate in the manner hereinafter prescribed. All entries, except signatures and dates, should be typewritten or plainly printed in ink or indelible pencil. The original is to be sent to the Agricultural Adjustment Agency, Pennsylvania State Office, 928 North 3rd St., Harrisburg, Pennsylvania. One copy is to be retained in the San Juan, Puerto Rico, office and one copy should be delivered to the operator of the farm covered by the application.

All data which is ascertained from the operator must be checked by the San Juan, Puerto Rico office, before section VII is executed.

Any correction in the data on the application shall be made by drawing a light line through the original entry and entering the correct data immediately above or beside the original entry. Any correction of the data on the application should be initialed by the person whose signature appears in Section VII thereof. If such person is not available to initial the correction, such correction may be initialed by any person.

authorized to sign section VII, provided the person who initials such corrections also affixes his signature in section VII above the original signature.

III.-- EXECUTION OF THE APPLICATION

A-- HEADING

District and Mill Code and Serial No. Enter in the space provided the code number for the district and mill, and the serial number of the application.

B-- SECTION I. APPLICATION AND CERTIFICATION OF PRODUCERS

Producers on a farm, when signing the application, are certifying to all the provisions included in this section. The attention of such producers should be called to those provisions before they are permitted to sign the application. A description of the farm covered by the application must be filed in the San Juan, Puerto Rico office.

C-- SECTION II. CERTIFICATION OF PRODUCER-PROCESSOR

Every producer on the farm who was directly or indirectly a processor of sugarcane during the 1942 crop season, as defined in Sugar Determination No. 32, issued May 24, 1938, is required to enter the name of the processor and execute this section.

D-- SECTION III. BASIC DATA AND COMPUTATION OF PAYMENT

Entries must be made in all items of this section unless the omission is specifically provided in these instructions.

Item 1. Enter in hundredweights, raw value, the amount of sugar commercially recoverable computed in accordance with Sugar Determination No. 138 issued July 13, 1942, as ascertained from the processor's records and as verified by the San Juan office.

Item 2. Enter, in short tons, the amount of 1942 crop of sugarcane harvested and marketed on the farm for the extraction of sugar as ascertained from the processor's records and as verified by the San Juan office.

Commercially recoverable sugar with respect to bona-fide abandonment of planted acreage.

If damage from an acceptable cause (refer to Section IV hereof) resulted in bona-fide abandonment of planted acreage of sugarcane for sugar on land covered by the application, the cause or causes of such abandonment shall be entered in the space provided. Otherwise enter "none" in such space.

If "none" appears in the space provided for the cause of abandonment, enter "none" in items 3 through 6. If a cause is shown in said space fill in items 3 through 6, as follows:

Item 3. Enter the number of bona-fide abandonment acres which resulted from the above cause, as ascertained from the operator.

Item 4. Enter the normal yield per acre in hundredweights, as computed in accordance with Sugar Determination No 149, issued November 7, 1942. Data required for such computation shall be ascertained from the operator.

Item 5. Enter the result of multiplying item 3 by item 4.

Item 6. Enter one-third of item 5.

Commercially recoverable sugar with respect to crop deficiency of harvested acreage.

If damage from an acceptable cause resulted in a crop deficiency on the farm, the cause or causes of such crop deficiency shall be entered in the space provided. Otherwise enter "none" in such space.

If "none" appears in the space provided for the cause of deficiency, enter "none" in items 7 through 10. If a cause is shown in said space fill in items 7 through 10 as follows:

Item 7. Enter the result of dividing the amount shown in item 1 by the average yield of commercially recoverable sugar obtained per acre of sugarcane harvested on the farm during the 1942 crop year, as ascertained from the operator.

Item 8. Enter the result of multiplying item 4 by item 7.

Item 9. Enter 80% of item 8.

Item 10. Enter the result of subtracting item 1 from item 9. If item 1 equals or exceeds item 9, enter "none".

Item 11. Enter item 1, or if the farm is approved for abandonment and/or deficiency payment in section IV, item 1, plus item 6, plus item 10.

Item 12. Enter item 11 x \$0.80.

Item 13. If the amount in item 11 is in excess of 7,000 hundredweights, enter the amount of deduction, pursuant to Section 304(c) of the Sugar Act of 1937, as amended. The following scale of deductions shall be used in computing the entry:

That portion of the quantity of sugar which is included within the following intervals of hundredweights, raw value:

Reduction in the base rate of payment per hundredweight of such portion:

7,000 to 14,000	\$.050
14,000 to 20,000	.100
20,000 to 30,000	.200
30,000 to 60,000	.250
60,000 to 120,000	.275
120,000 to 240,000	.300
240,000 to 600,000	.325
More than 600,000	.500

For example: If the amount in item 11 is 750,000 cwts., the deduction will be computed as follows:

Amount in excess of 7,000 cwts.	=	743,000 cwts.
7,000 cwts. @ \$0.050	=	350.00
6,000 cwts. @ .100	=	600.00
10,000 cwts. @ .200	=	2,000.00
30,000 cwts. @ .250	=	7,500.00
60,000 cwts. @ .275	=	16,500.00
120,000 cwts. @ .300	=	36,000.00
360,000 cwts. @ .325	=	117,000.00
150,000 cwts. @ .500	=	75,000.00
743,000 cwts. total excess	=	\$254,950.00 total deduction

Total deduction to be entered in item 13 = \$254,950.00

Item 14. Enter the result of subtracting item 13 from item 12.

If a deduction for violation of the child labor provisions of the act is to be made in accordance with the "Finding with Respect to Employment of Children," set forth in number 1 under "II-General", this item should be first filled in as if no such deduction were to be made. After this has been done, the original entry should be circled and the difference between such original entry and the applicable deduction should be entered immediately below the circled entry.

E- SECTION IV. APPROVAL FOR PAYMENT WITH RESPECT TO ABONDONMENT AND CROP DEFICIENCY

If "none" is entered in both items 6 and 10 of Section III, Section IV need not be executed.

If amounts are shown in items 6 and/or 10 of Section III, as the result of damage from an acceptable cause, determine:

1.- The total 1942 sugarcane acreage harvested from the farms in the mill area in which the farm is located by a procedure similar to that

described under item 7, Section III, hereof.

2.- That the amount of sugar obtained from the harvested acres on the farm, i.e., the total recoverable sugar shown in item 1, is 80%, or less, of the normal yield of commercially recoverable sugar for the acreage planted to sugarcane on the farm for the extraction of sugar, that is to say, that item 1 is 80%, or less, of the normal yield for the total acres harvested plus the total acres abandoned on the farm.

3.- That the total acres harvested for the extraction of sugar on those farms with respect to which determination as above has been made, i.e., acres shown in item 7, Section III of the application, is 10 percent, or more, of the total sugarcane acreage harvested for the extraction of sugar in the mill area. The acceptable causes for abandonment and/or crop deficiency are as follows:

Drought	Storm	Disease
Flood	Freeze	Insects

If and when this determination has been made for the sugarcane farms within the mill area, this section is to be signed by the representative of the Agricultural Adjustment Agency in Puerto Rico. The date of signature must be entered.

F- SECTION V. DISTRIBUTION OF ACCRUED, UNPAID WAGES

A representative of the Agricultural Adjustment Agency in Puerto Rico should determine that each laborer named in column (2) for whom accrued, unpaid wages are shown in column (4), was not paid wages in accordance with Section 301 (b) of the Sugar Act of 1937, as amended, and Sugar Determination No. 140, issued July 21, 1942, because he could not be located after every reasonable effort was made, or because the producer who employed him did not have the necessary funds. All entries of the names of laborers and of the amounts of unpaid wages must be evidenced by wage claims, Forms Labor L-F-1 and L-F-2, properly executed by such laborers or their authorized representatives, or by statements signed by the producers stating the names of the laborers not fully paid and the amounts owed. No evidence is to be attached to the application. If all laborers were fully paid, enter "none" in the first line of column (2).

Enter in column (1) the names of the producers who owe wages to laborers. The name of each producer owing wages to laborers should appear in the form in which his name and signature appear in Section VI. In case one producer owes wages to more than one laborer, a ditto sign may be entered under his name for each additional laborer.

Enter in column (2) the name of each laborer who has not been fully paid. The name of each laborer should be in the form in which such laborer usually signs business documents, except that where the laborer is a married woman, her full Christian name, additional initials, if any, and surname must be entered instead of her husband's name preceded by "Mrs.". All such laborers not fully paid by one producer should be listed consecutively. In case more than one producer owes wages to one laborer

the laborer's name should be entered opposite the name of each such producer. If the name of any laborer is unknown the word "unknown" must be entered.

Enter in column (3) the mail or "barrio" address of each laborer whose name appears in column (2). In case any such laborer cannot be located, the word "unknown" must be entered.

Enter in each line in column (4) the unpaid wages which are due the laborer whose name is entered in that line in column (2) from the producer whose name is entered in that line in column (1). If the word "unknown" is entered in column (2), enter the amount owed to the laborer whose name is unknown. Enter the total in the last line.

Make no entry in column (5).

In case an extension of Section V is needed, it should be typed and securely fastened to the application.

G- SECTION VI. DISTRIBUTION OF PAYMENTS TO PRODUCERS

Enter in column (1) the name of each producer on the farm. The name of each producer should be in the form in which such producer usually signs business documents, except that, where the producer is a married woman, her full Christian name, additional initials, if any, and surname must be entered instead of her husband's name preceded by "Mrs.". However, if a married woman is acting in a fiduciary capacity and the authorization to act, whether by court order or by simple trust agreement, has been given to her in her husband's name preceded by "Mrs.", the husband's name preceded by "Mrs.", together with the usual showing of fiduciary capacity, should appear.

Enter in column (2) each producer's mail or "barrio" address.

Enter in column (3) the percentage share of the 1942 crop payment for each producer, such percentage to be in accordance with the terms of the operating agreement.

The percentage shares of the 1942 crop shall be expressed to the nearest hundredth of one percent. Five or fewer thousandths shall be dropped and more than five thousandths shall be considered as a whole hundredth. The sum of these percentages must equal exactly 100%.

Enter in each line in column (4) the result of multiplying item 14, Section III, by the percentage shown in the same line of column (3). The total of column (4) must not vary from the amount in item 14, Section III, by more than 10 cents.

If a deduction for violation of the child labor provisions of the act is to be made in accordance with the "Finding with Respect to Employment of Children", set forth in number 1 under "II-General", this column should be first filled in as if no such deduction were to be made. After this has been done, the original entries made in each line of column (4)

should be circled, and in lieu of such circled entries there should be inserted, the product of the percentage shown in the corresponding line of column (3) and the uncircled amount shown in item 14, of Section III.

Enter in each line in column (5) the total unpaid wages shown in column (4), Section V, opposite the name of each producer. If there are no unpaid wages for any producer, enter "none" opposite his name in column (5). The total of column (5) must agree with the total of column (4), Section V.

Make no entry in column (6).

The signature of the producers must appear in the same order as the names of the producers and must be in the form in which such producers sign business documents. (Refer to paragraph one under Section VI of these instructions for the manner in which married women's names are to appear.)

If any producer desires to name a beneficiary, the name of the designated beneficiary and his mail or "barrio" address should be entered in the spaces provided to the left of the producer's signature.

If there are more than three producers on the farm, a continuation sheet shall be used. Each continuation sheet must be properly identified by the code number for the district and mill, and the serial number of the application.

If any interested person who otherwise would share in the payment with respect to the farm refuses to sign the application, a statement by such person setting forth his reason for refusing to sign should be attached to the application. If such statement cannot be obtained, there should be attached to the application a statement signed by the representative of the Agricultural Adjustment Agency in San Juan, Puerto Rico, indicating the reason for such refusal and the efforts which have been made to secure the signature of such producer. If, for any other reason the signature of any interested party who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign must be written in the line where he would have signed and initialed by the representative of the Agricultural Adjustment Agency.

The regulations set forth in ACP-16 are to be followed with respect to authorizations and signatures of applicants on the application. However, inasmuch as a receiver or liquidator is not eligible to receive payments under the Sugar Act of 1937, as amended, subsections 2B and 2E (5) of Section C of such regulations should be disregarded. In the case of an application for payment signed by a trustee appointed by a court, as provided in subsections C(1), (2) and (3) of Section C, such

application should be submitted to the Sugar Agency before it is certified for payment by the representative of the Agricultural Adjustment Agency. No written evidence as to authority to sign applications in a representative capacity need be attached to the application.

H- SECTION VII. CERTIFICATION AND RECOMMENDATION OF REPRESENTATIVE OF THE AGRICULTURAL ADJUSTMENT AGENCY

Enter the date of filing of the application in the space provided. A representative of the Agricultural Adjustment Agency in Puerto Rico is charged with the responsibility of determining that all signatures are in accordance with regulations set forth in ACP-16 and that such signature(s) appearing in Section VI is (are) the commonly accepted signature(s) of the person(s) whose name(s) is (are) shown in column 1 of Section VI. Every effort should be made to see that the signatures appearing in this section agree with the names shown in column 1.

In case such representative of the Agricultural Adjustment Agency finds the application to be in order and either that all producers have signed the application or that the percentage share of those who have not signed has been correctly determined and entered, he should approve the application for payment by signing in the space provided. The date of signatures should be entered in the space provided to the left of the signature of such representative. The representative of the Agricultural Adjustment Agency who approves the application must be duly authorized by the Officer in Charge of the Puerto Rican office of the Agricultural Adjustment Agency to act in such capacity and must not be a near relative of any interested person shown on the application or have any financial interest in the land or sugarcane covered by the application.

All applications should be carefully checked in the Puerto Rican office of the Agricultural Adjustment Agency to insure that they have been correctly completed, that the data have been properly entered and that no discrepancies exist as to data entered in various parts of the application.

When an adequate supply of applications is completed, the forms should be folded and carefully packed and shipped to the Agricultural Adjustment Agency, Pennsylvania State Office, 928 North 3rd Street, Harrisburg, Pennsylvania. In addition, transmittal sheets, correctly filled out for each shipment should be included in the shipment. The transmittal sheets used in connection with the Agricultural Conservation Program will also be used in connection with the sugar program.